

# Sample Equity Schedule 2017-18

Creating a good schedule is critical as a district prepares for an equity site visit. This should be one of the first considerations in planning. A sample schedule has been created to serve as a guideline for planning and can be found below.

The Equity Sample Schedule is based on efficient, practical schedules used to obtain information needed for the Equity Letter of Finding (equity report.)

While each situation is unique, we have found the sample schedules serve as a good starting point and help ensure that all required interview groups are included. The equity team leader will consult with districts as the schedules are prepared in advance of the visit.

The following points will guide the development of individual equity site visit schedules:

- The schedule must allow for team orientation and the district overview/Superintendent interview.
- All required interview groups must be represented.
- Attach a list of interviewees to the completed schedule
- Include travel time between attendance centers, brief team time for dialogue, and occasional breaks for equity team members.
- Consider how attendance center schedules (including morning and afternoon bus schedules) and availability of interviewees might impact the interview schedule.
- It is advantageous for interviews to be conducted somewhere other than the team workroom when possible. This allows some team members to review documents while others are involved in interviews.
- It is also important for the final schedule to include the site(s) where the interviews will be held. The names of the persons to be interviewed can be included on the schedule or provided to the equity team leader on a separate list.
- Equity team members will facilitate introductions and explain the purpose of the visit at the beginning of each interview session.

The sample schedule was created to be a guide as districts are designing equity site visit schedules. Schools and school districts will collaborate with the DE equity site visit team leader to customize the samples to meet the needs of the district and the schedules of school staff members and community representatives

## Equity Site Visit Schedule 2017-18

??? Community School District  
???Date of visit

### Day 1 - Date

Time	Team	Event/Activity/Interview Group*	Location (building/room)
TBD	Steve Crew	Buildings, Facilities, and Grounds Tour/Review	TBA
9:00 – 10:00	All Members	Equity Visit Team Orientation/Document Review Discussion	Team Room
10:00 – noon	All Members	District Overview and Superintendent interview	Team Room
noon – 12:45	All Members	Lunch	TBA
12:45 – 1:00	All Members	Prep and Travel	
1:00 – 2:15	A	Middle and High School Counselors	TBA
	B	High School Students	TBA
2:15 – 2:45	All Members	Process and Travel	
2:45 – 4:00	A	Middle and High School CTE Teachers	TBA
	B	High School Special Education Teachers	TBA
4:00 – 5:15	All Members	Process/Travel/Snacks	
5:15 - 6:30	A	Parents of High School ELL Students	TBA
	B	Parents of High School Students	TBA
	?	Equity Committee (if applicable, teams will divide into 3 groups, w/ 2 singles)	TBA

Day 1 Complete – Thanks!

Day 2 - Date			
8:30 – 9:45	A/B	Middle and High School Principal(s)	TBA
	Team Leader	District Equity Coordinator	TBA
10:00 – 11:15	A/B	High School ESL Teachers	TBA
	Team Leader	District Section 504 Coordinator	TBA
11:30 – 12:45	A/B	Human Resources/Personnel	TBA
	Team Leader	District Title IX Coordinator	TBA
12:45 – 1:15	All Members	Lunch	Team Room
1:15 – 2:45	All Members	Team Dialogue	Team Room
3:00*	Team Leader	Informal Exit with Superintendent	TBA

**\*A firm time will be determined by 12:45 p.m. on Day 2**